

**Council Chambers, Municipal Building, Baraboo, Wisconsin  
Tuesday, March 10, 2020 – 7:00 p.m.**

Mayor Palm called the regular meeting of Council to order.

Roll call was taken.

Council Members Present: Wedekind, Kolb, Plautz, Kent, Petty, Sloan, Kierzek, Thurow

Council Members Absent: Ellington

Others Present: Chief Schauf, Clerk Zeman, Adm. Downing, Atty. Truman, T. Pinion, C. Haggard, M. Hardy, K. Stieve, members of the press and others.

The Pledge of Allegiance was given.

Moved by Kolb, seconded by Wedekind and carried to approve the minutes of February 25, 2020

Moved by Kent, seconded by Petty and carried to approve the agenda.

**Compliance with the Open Meeting Law was noted.**

**PRESENTATIONS** – The Baraboo High School FFA presented proceeds raised from a pancake breakfast to the Baraboo Fire Department.

**APPOINTMENT OF ALDERPERSON TO DISTRICT 7**

- Mayor Palm welcomed Scott Sloan. Moved by Wedekind, seconded by Petty and carried unanimously to approve the appointment of Scott Sloan as Alderperson for district #7, serving until April 21, 2020.
- City Clerk B. Zeman administered the Oath of Office to Scott Sloan, Alderperson for District #7.

**PUBLIC INVITED TO SPEAK** – None.

**MAYOR'S BUSINESS**

- The Mayor congratulated the following city staff on their March anniversaries:
  - Jarret Van Tassel – Public Works – 5 years
  - Trina Cromwell – Police Department – 10 years
  - Lori Laux – Treasurer – 20 years
- April 7, 2020 Spring Election and Presidential Preference Vote.
- Congressman Mark Pocan will hold a Town Hall on Tuesday, March 17, 2020 from 3:00 – 4:00 p.m. at the Baraboo City Hall.

**CONSENT AGENDA**

**Resolution No. 19-168**

THAT the Accounts Payable, in the amount of \$ 704,498.36 as recommended for payment by the Finance/Personnel Committee, be allowed and ordered paid.

**Resolution No. 19-169**

**Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:**

That the following budget amendments are authorized:

- 4th Quarter, 2019 City-Wide Supplemental Budget Amendments for \$1,391,538
- 4<sup>th</sup> Quarter, 2019 City-Wide Budgetary Transfers \$728,631

**2019 4th Quarter Budget Amendments**

<b>Department</b>	<b>Account Number</b>	<b>Account Name</b>	<b>Original Budget</b>	<b>Increase/ (Decrease)</b>	<b>Amended Budget</b>
Fire	100-21-48500-400	Donations - Designated Fund Balance	10,390	1,643	12,033
Fire	100-21-49300-400	Applied_Donations	4,837	202	5,039
Fire Protection	100-21-52200-392-400	Small Equipment - Designated	4,094	1,845	5,939
<i>To appropriate Donations for new pagers</i>					
Parks	870-52-48500-000	Donations and Contributions	46,500	2,758	49,258
Parks	870-52-55200-814-000	Equipment Purchases	-	2,758	2,758
<i>To appropriate Donations Recd for Bench</i>					
Parks	870-52-49300-000	Fund Balance Applied	66,348	3,800	70,148
Zoo	870-52-55410-861-000	Facilities Improvements	28,474	3,800	32,274
<i>To appropriate FB for Beaver Project Overrun</i>					
Library	850-51-48500-000	Donations and Contributions	10,000	5,000	15,000
Library	850-51-55110-300-000	Operating Expense	10,000	5,000	15,000
<i>To allocate budget for operating expense</i>					
General Government	560-10-43580-620	#NUM!	(54,700)	54,700	-
Economic Development	560-15-56710-720-000	Grants. Donations. Contribs	-	54,700	54,700
<i>To create budget for WEDC grant</i>					
Parks	250-52-49300-000	Fund Balance Applied	45,180	6,690	51,870
Parks	250-52-55200-821-000	Land or Land Improvements	20,880	6,690	27,570
<i>To approp impact fees for M-P garage demo overrun</i>					
Airport Revenue	630-35-48400-000	Insurance Recoveries	-	7,042	7,042
Airport	630-35-53510-280-000	Repair & Maint Serv-Facilities	2,630	7,042	9,672
<i>To appropriate Lightning Damage Repair Insurance Proceeds</i>					
Airport Revenue	630-35-46330-000	Gas Sales	6,100	4,981	11,081
Airport Revenue	630-35-48212-000	Hangar Lot Lease	20,000	1,535	21,535
Airport	630-35-53510-250-000	Repair & Maint Serv-Equipment	12,934	6,516	19,450
<i>To appropriate for addtl gas sales &amp; hanger leases</i>					
Fire	100-21-48300-000	Sale of Assets	300	1,611	1,911
Fire Protection	100-21-52200-392-000	Small Equipment Purchase	6,396	1,611	8,007
<i>To appropriate auction proceeds for tool chest</i>					
Airport Revenue	630-35-49300-000	Fund Balance Applied	21,726	8,682	30,408

Airport	630-35-53510-283-000	Runway & Taxi Repairs	1,100	7,100	8,200
Airport	630-35-53510-250-000	Repair & Maint Serv-Equipment	17,868	1,582	19,450
<i>To appropriate Fund Balance for Crack Fill &amp; Repairs</i>					
Airport Revenue	630-35-49300-000	Fund Balance Applied	8,682	21,726	30,408
Interest on Notes	630-35-58220-620-000	Interest	-	21,726	21,726
<i>To apply FB for interest on land loan from State</i>					
General Government	100-10-49300-000	Fund Balance Applied	859,018	22,990	882,008
Administration	100-14-51400-110-000	Salaries	152,751	9,309	162,060
Administration	100-14-51400-110-000	Salaries	152,060	10,000	162,060
Administration	100-14-51400-130-000	Social Security	11,687	1,432	13,119
Administration	100-14-51400-131-000	Retirement	13,178	746	13,924
Administration	100-14-51400-132-000	Health Insurance	21,623	1,503	23,126
<i>To appropriate FB for new Administrator wage/moving</i>					
BID	390-69-46850-000	BID Assessment	46,900	1,411	48,311
BID	390-69-49300-000	Fund Balance Applied	5,000	313	5,313
Community Development	390-69-56700-219-000	Accounting Services	800	1,724	2,524
<i>To BID Assessment additional revenue</i>					
Parks	250-52-49300-000	Fund Balance Applied	45,990	5,880	51,870
Parks	250-52-55200-821-000	Land or Land Improvements	21,690	5,880	27,570
<i>To appropriate FB for projects</i>					
Community Development Authori	220-67-43581-000	#NUM!	(799,528)	799,528	-
Community Development Authori	980-67-40601-000	Equity Applied	26,194	2,397	28,591
Community Development	220-67-56700-720-000	Grants. Donations. Contribs	-	799,528	799,528
CDA Administration	980-67-41000-530-000	Rents and Leases	1,609	2,397	4,006
<i>To create budget for State Grant &amp; Create budget for applied equity Donahue</i>					
Community Development Authori	981-67-40311-000	CDA-Rent Tenant	155,000	14,271	169,271
Community Development Authori	981-67-40340-100	CDA-Rent HUD	30,000	12,268	42,268
Community Development Authori	980-67-40601-000	Equity Applied	2,397	26,194	28,591
CDA Property Additions	981-67-75000-822-000	Building Improvements	5,000	13,247	18,247
CDA Ordinary Maint	981-67-44000-350-000	Repair & Maint Materials			

			14,500	7,166	21,666
CDA Ordinary Maint	981-67-44000-260-000	Repair & Maint Serv-Buildings	21,000	6,753	27,753
CDA Administration	981-67-41000-530-000	Rents and Leases	-	4,006	4,006
CDA Administration	981-67-41000-219-000	Accounting Services	1,600	2,039	3,639
CDA Administration	981-67-41000-310-000	Office Supplies	500	1,861	2,361
CDA Administration	981-67-41000-215-001	Prof Serv-Auditing	3,000	1,234	4,234
CDA Administration	981-67-41000-215-002	Prof Serv-Legal	750	1,400	2,150
CDA Administration	981-67-41000-215-000	Professional Services	-	943	943
CDA Ordinary Maint	981-67-44000-392-000	Small Equipment Purchase	1,500	1,368	2,868
CDA Extraordinary Maint	981-67-46000-260-000	Repair & Maint Serv-Buildings	5,000	739	5,739
CDA Ordinary Maint	981-67-44000-220-000	Telephone	-	700	700
CDA Ordinary Maint	981-67-44000-281-000	Snow Removal & Mowing	6,000	616	6,616
CDA Administration	981-67-41000-320-000	Publications. Training. Dues	500	505	1,005
CDA Administration	981-67-41000-330-000	Travel	500	303	803
CDA Administration	981-67-41000-343-000	Postage	275	282	557
CDA Administration	981-67-41000-390-000	Other Supplies & Expense	200	478	678
CDA Utilities	981-67-43000-221-000	Water & Sewer	4,000	545	4,545
CDA Utilities	981-67-43000-223-000	Natural Gas	1,000	646	1,646
CDA Utilities	981-67-43000-225-000	Garbage	4,000	841	4,841
CDA Utilities	981-67-43000-226-000	Stormwater	600	567	1,167
CDA Administration	981-67-41000-120-000	Wages	37,697	6,494	44,191
<i>To create budget for applied equity</i>					
Community Development Authori	983-67-40346-000	CDA-Loan Principal Payment	10,965	15,815	26,780
CDA Administration	983-67-41000-220-000	Telephone	-	68	68
CDA Administration	983-67-41000-510-000	Insurance	-	516	516
CDA Administration	983-67-41000-530-000	Rents and Leases	-	1,026	1,026
CDA Property Additions	983-67-75000-880-000	New Development Distribution	-	14,205	14,205
<i>To create budget for CDA Loan pymt contr</i>					
Community Development Authori	986-67-40601-000	CDA Equity applied	-	35,000	35,000

CDA Property Additions	986-67-75000-880-000	New Development Distribution	-	35,000	35,000
<i>To create budget for equity applied</i>					
Community Development Authori	989-67-40347-000	CDA-Loan Interest Income	-	6	6
CDA Administration	989-67-41000-390-000	Other Supplies & Expense	-	6	6
<i>To create budget for interest income</i>					
Community Development Authori	984-67-40346-000	CDA-Loan Principal Payment	1,895	270	2,165
Community Development Authori	984-67-40601-000	CDA Equity Applied	-	5,728	5,728
CDA Property Additions	984-67-91000-900-000	Cost allocation	3,760	5,998	9,758
<i>To create budget for cost allocation T/O</i>					
Fire	900-21-48110-000	Interest on Investments	150	154	304
Fire	900-21-49300-000	Fund Balance Applied	-	11,910	11,910
Fire Protection	900-21-52200-300-000	Operating Expense	16,000	12,064	28,064
<i>To create budget for payout expense</i>					
Library	100-51-46710-000	General Fund - Library	27,000	2,544	29,544
Library	100-51-55110-128-000	Merit Pay	4,488	2,544	7,032
<i>To allocate fund balance for merit increases</i>					
General Government	100-10-49300-000	Fund Balance Applied	875,390	6,618	882,008
Municipal Building	100-11-51640-223-000	Heat	12,351	6,618	18,969
<i>To apply fund balance bldg overrun</i>					
General Government	430-10-49300-000	Fund Balance Applied	1,916,803	1,220	1,918,023
PS/Admin Building	430-11-51640-612-000	Principal on Capital Lease	172,200	1,200	173,400
PS/Admin Building	430-11-51640-622-000	Interest on Capital Lease	338,063	20	338,083
<i>To appropriate FB for IMPCT Fee SHRTG</i>					
General Government	430-10-49300-000	Fund Balance Applied	1,898,930	19,093	1,918,023
Bridges	430-30-53330-821-000	Land Improvements	1,449	19,093	20,542
<i>To appropriate FB for budgeted PY project</i>					
General Government	100-10-49300-000	Fund Balance Applied	857,008	25,000	882,008
Independent Auditing	100-11-51510-215-000	Professional Services	45,450	25,000	70,450
<i>To appropriate FB for BDAS Audit</i>					
City Administrator	100-14--49300-000	Fund Balance Applied	21,220	280	21,500
Administration	100-14-51400-215-000	Professional Services	2,960	280	3,240
<i>To utilize fund balance for Mueller Communications_High School incident from 1st Quarter</i>					

General Government	430-10-49300-000	Fund Balance Applied	1,849,492	68,531	1,918,023
New Streets - Aidable	430-30-57330-215-000	Professional Services	-	62,068	62,068
New Streets - Aidable	430-30-57330-821-000	Land or Land Improvements	1,319,655	6,463	1,326,118
<i>To appropriate FB for BDAS Audit</i>					
Police	100-20-48500-400	Donations - Designated	2,200	526	2,726
Police	100-20-48500-480	Donations-Designate Prop/Equip	128	200	328
Police	100-20-49310-400	Fund Balance Applied-Desig	2,062	(406)	1,656
Police	100-20-49310-480	Don	301	(200)	101
Police Department	100-20-52110-390-400	Fund Bal Applied-Desig Equip	222	120	342
<i>To approp funds for Elks sponsorship and approp fund for police equipment from proper</i>					
Street Department	100-31-46391-000	Other Supp & Exp - Designated	6,000	2,297	8,297
Garbage & Refuse	100-31-53620-392-000	Sale of Garbage Carts	8,958	2,297	11,255
<i>To utilize fund balance for Mueller Communications_High School incident from 1st Quarter</i>					
Fire	100-21-48500-400	Small Equipment Purchase	7,122	4,911	12,033
Fire	100-21-49300-400	Donations - Designated	7,709	(2,670)	5,039
Fire Protection	100-21-52200-320-400	Fund Balance	119	154	273
Fire Protection	100-21-52200-340-400	Applied_Donations	466	213	679
Fire Protection	100-21-52200-346-400	Pubs. Training. Dues - Designa	8,760	1,210	9,970
Fire Protection	100-21-52200-390-400	Operating - Designated	27	184	211
Fire Protection	100-21-52200-392-400	Uniforms - Designated	5,459	480	5,939
<i>To approp addl revenue for sale of garbage cart</i>					
General Government	360-10-49300-000	Small Equipment - Designated	1,369	104,286	105,655
Transfer to TIF	360-10-59238-900-000	Fund Balance Applied	283,159	94,286	377,445
New Streets - Aidable	360-30-57330-821-000	Cost Reallocation	-	10,000	10,000
<i>To appropriate FB for TIF8 and Project</i>					
General Government	300-10-49120-000	Land or Land Improvements	-	46,905	46,905
Debt Issuance Costs	300-10-58300-630-000	Proceeds from Notes	1,434	46,905	48,339
<i>To use debt proceeds for issuance cost</i>					
General Government	370-10-49300-000	Issuance Costs	-	1,753	1,753
Interest on Advance	370-10-58290-620-000	Fund Balance Applied	1,200	1,665	2,865
		Interest on Advance			

Interest on Advance	370-10-58290-620-008	Interest on Advance - Non Guar	-	88	88
<i>To appropriate FB for interest expense</i>					
General Government	380-10-49300-000	Fund Balance Applied	-	36,145	36,145
Urban Development	380-10-56600-215-000	Professional Services	-	10,599	10,599
Urban Development	380-10-56600-226-000	Stormwater	1,035	1,138	2,173
Urban Development	380-10-56600-270-000	Special Services	-	21,701	21,701
Urban Development	380-10-56600-720-000	Grants. Donations. Contribs	7,500	95	7,595
Interest on Advance	380-10-58290-620-000	Interest	1,000	1,806	2,806
Urban Development	380-10-56600-110-000	Salaries	300	806	1,106
<i>To appropriate for urban development</i>					
Net impact on all city-wide funds' budgets				\$	
				1,391,538	
<b>2019 4th Quarter Budget Amendments</b>					
Department	Account Number	Account Name	Original Budget	Increase/ (Decrease)	Amended Budget
Fire	100-21-48500-400	Donations - Designated	10,390	1,643	12,033
Fire	100-21-49300-400	Fund Balance Applied_Donations	4,837	202	5,039
Fire Protection	100-21-52200-392-400	Small Equipment - Designated	4,094	1,845	5,939
<i>To appropriate Donations for new pagers</i>					
Parks	870-52-48500-000	Donations and Contributions	46,500	2,758	49,258
Parks	870-52-55200-814-000	Equipment Purchases	-	2,758	2,758
<i>To appropriate Donations Recd for Bench</i>					
Parks	870-52-49300-000	Fund Balance Applied	66,348	3,800	70,148
Zoo	870-52-55410-861-000	Facilities Improvements	28,474	3,800	32,274
<i>To appropriate FB for Beaver Project Overrun</i>					
Library	850-51-48500-000	Donations and Contributions	10,000	5,000	15,000
Library	850-51-55110-300-000	Operating Expense	10,000	5,000	15,000
<i>To allocate budget for operating expense</i>					
General Government	560-10-43580-620	#NUM!	(54,700)	54,700	-
Economic Development	560-15-56710-720-000	Grants. Donations. Contribs	-	54,700	54,700
<i>To create budget for WEDC grant</i>					
Parks	250-52-49300-000	Fund Balance Applied	45,180	6,690	51,870
Parks	250-52-55200-821-000	Land or Land Improvements	20,880	6,690	27,570

*To approp impact fees for M-P garage demo overrun*

Airport Revenue	630-35-48400-000	Insurance Recoveries	-	7,042	7,042
Airport	630-35-53510-280-000	Repair & Maint Serv-Facilities	2,630	7,042	9,672

*To appropriate Lightning Damage Repair Insurance Proceeds*

Airport Revenue	630-35-46330-000	Gas Sales	6,100	4,981	11,081
Airport Revenue	630-35-48212-000	Hangar Lot Lease	20,000	1,535	21,535
Airport	630-35-53510-250-000	Repair & Maint Serv-Equipment	12,934	6,516	19,450

*To appropriate for addtl gas sales & hanger leases*

Fire	100-21-48300-000	Sale of Assets	300	1,611	1,911
Fire Protection	100-21-52200-392-000	Small Equipment Purchase	6,396	1,611	8,007

*To appropriate auction proceeds for tool chest*

Airport Revenue	630-35-49300-000	Fund Balance Applied	21,726	8,682	30,408
Airport	630-35-53510-283-000	Runway & Taxi Repairs	1,100	7,100	8,200
Airport	630-35-53510-250-000	Repair & Maint Serv-Equipment	17,868	1,582	19,450

*To appropriate Fund Balance for Crack Fill & Repairs*

Airport Revenue	630-35-49300-000	Fund Balance Applied	8,682	21,726	30,408
Interest on Notes	630-35-58220-620-000	Interest	-	21,726	21,726

*To apply FB for interest on land loan from State*

General Government	100-10-49300-000	Fund Balance Applied	859,018	22,990	882,008
Administration	100-14-51400-110-000	Salaries	152,751	9,309	162,060
Administration	100-14-51400-110-000	Salaries	152,060	10,000	162,060
Administration	100-14-51400-130-000	Social Security	11,687	1,432	13,119
Administration	100-14-51400-131-000	Retirement	13,178	746	13,924
Administration	100-14-51400-132-000	Health Insurance	21,623	1,503	23,126

*To appropriate FB for new Administrator wage/moving*

BID	390-69-46850-000	BID Assessment	46,900	1,411	48,311
BID	390-69-49300-000	Fund Balance Applied	5,000	313	5,313
Community Development	390-69-56700-219-000	Accounting Services	800	1,724	2,524

*To BID Assessment additional revenue*

Parks	250-52-49300-000	Fund Balance Applied	45,990	5,880	51,870
Parks	250-52-55200-821-000	Land or Land Improvements			



			21,690	5,880	27,570
<i>To appropriate FB for projects</i>					
Community Development Authority	220-67-43581-000	#NUM!	(799,528)	799,528	-
Community Development Authority	980-67-40601-000	Equity Applied	26,194	2,397	28,591
Community Development	220-67-56700-720-000	Grants. Donations. Contribs	-	799,528	799,528
CDA Administration	980-67-41000-530-000	Rents and Leases	1,609	2,397	4,006
<i>To create budget for State Grant &amp; Create budget for applied equity Donahue</i>					
Community Development Authority	981-67-40311-000	CDA-Rent Tenant	155,000	14,271	169,271
Community Development Authority	981-67-40340-100	CDA-Rent HUD	30,000	12,268	42,268
Community Development Authority	980-67-40601-000	Equity Applied	2,397	26,194	28,591
CDA Property Additions	981-67-75000-822-000	Building Improvements	5,000	13,247	18,247
CDA Ordinary Maint	981-67-44000-350-000	Repair & Maint Materials	14,500	7,166	21,666
CDA Ordinary Maint	981-67-44000-260-000	Repair & Maint Serv-Buildings	21,000	6,753	27,753
CDA Administration	981-67-41000-530-000	Rents and Leases	-	4,006	4,006
CDA Administration	981-67-41000-219-000	Accounting Services	1,600	2,039	3,639
CDA Administration	981-67-41000-310-000	Office Supplies	500	1,861	2,361
CDA Administration	981-67-41000-215-001	Prof Serv-Auditing	3,000	1,234	4,234
CDA Administration	981-67-41000-215-002	Prof Serv-Legal	750	1,400	2,150
CDA Administration	981-67-41000-215-000	Professional Services	-	943	943
CDA Ordinary Maint	981-67-44000-392-000	Small Equipment Purchase	1,500	1,368	2,868
CDA Extraordinary Maint	981-67-46000-260-000	Repair & Maint Serv-Buildings	5,000	739	5,739
CDA Ordinary Maint	981-67-44000-220-000	Telephone	-	700	700
CDA Ordinary Maint	981-67-44000-281-000	Snow Removal & Mowing	6,000	616	6,616
CDA Administration	981-67-41000-320-000	Publications. Training. Dues	500	505	1,005
CDA Administration	981-67-41000-330-000	Travel	500	303	803
CDA Administration	981-67-41000-343-000	Postage	275	282	557
CDA Administration	981-67-41000-390-000	Other Supplies & Expense	200	478	678
CDA Utilities	981-67-43000-221-000	Water & Sewer	4,000	545	4,545
CDA Utilities	981-67-43000-223-000	Natural Gas	1,000	646	1,646

CDA Utilities	981-67-43000-225-000	Garbage	4,000	841	4,841
CDA Utilities	981-67-43000-226-000	Stormwater	600	567	1,167
CDA Administration	981-67-41000-120-000	Wages	37,697	6,494	44,191
<i>To create budget for applied equity</i>					
Community Development Authori	983-67-40346-000	CDA-Loan Principal Payment	10,965	15,815	26,780
CDA Administration	983-67-41000-220-000	Telephone	-	68	68
CDA Administration	983-67-41000-510-000	Insurance	-	516	516
CDA Administration	983-67-41000-530-000	Rents and Leases	-	1,026	1,026
CDA Property Additions	983-67-75000-880-000	New Development Distribution	-	14,205	14,205
<i>To create budget for CDA Loan pymt contr</i>					
Community Development Authori	986-67-40601-000	CDA Equity applied	-	35,000	35,000
CDA Property Additions	986-67-75000-880-000	New Development Distribution	-	35,000	35,000
<i>To create budget for equity applied</i>					
Community Development Authori	989-67-40347-000	CDA-Loan Interest Income	-	6	6
CDA Administration	989-67-41000-390-000	Other Supplies & Expense	-	6	6
<i>To create budget for interest income</i>					
Community Development Authori	984-67-40346-000	CDA-Loan Principal Payment	1,895	270	2,165
Community Development Authori	984-67-40601-000	CDA Equity Applied	-	5,728	5,728
CDA Property Additions	984-67-91000-900-000	Cost allocation	3,760	5,998	9,758
<i>To create budget for cost allocation T/O</i>					
Fire	900-21-48110-000	Interest on Investments	150	154	304
Fire	900-21-49300-000	Fund Balance Applied	-	11,910	11,910
Fire Protection	900-21-52200-300-000	Operating Expense	16,000	12,064	28,064
<i>To create budget for payout expense</i>					
Library	100-51-46710-000	General Fund - Library	27,000	2,544	29,544
Library	100-51-55110-128-000	Merit Pay	4,488	2,544	7,032
<i>To allocate fund balance for merit increases</i>					
General Government	100-10-49300-000	Fund Balance Applied	875,390	6,618	882,008
Municipal Building	100-11-51640-223-000	Heat	12,351	6,618	18,969
<i>To apply fund balance bldg overrun</i>					
General Government	430-10-49300-000	Fund Balance Applied	1,916,803	1,220	1,918,023

PS/Admin Building	430-11-51640-612-000	Principal on Capital Lease	172,200	1,200	173,400
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PS/Admin Building	430-11-51640-622-000	Interest on Capital Lease	338,063	20	338,083
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*To appropriate FB for IMPCT Fee SHRTG*

General Government	430-10-49300-000	Fund Balance Applied	1,898,930	19,093	1,918,023
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Bridges	430-30-53330-821-000	Land Improvements	1,449	19,093	20,542
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*To appropriate FB for budgeted PY project*

General Government	100-10-49300-000	Fund Balance Applied	857,008	25,000	882,008
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Independent Auditing	100-11-51510-215-000	Professional Services	45,450	25,000	70,450
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*To appropriate FB for BDAS Audit*

City Administrator	100-14--49300-000	Fund Balance Applied	21,220	280	21,500
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Administration	100-14-51400-215-000	Professional Services	2,960	280	3,240
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*To utilize fund balance for Mueller Communications\_High School incident from 1st Quarter*

General Government	430-10-49300-000	Fund Balance Applied	1,849,492	68,531	1,918,023
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New Streets - Aidable	430-30-57330-215-000	Professional Services	-	62,068	62,068
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New Streets - Aidable	430-30-57330-821-000	Land or Land Improvements	1,319,655	6,463	1,326,118
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*To appropriate FB for BDAS Audit*

Police	100-20-48500-400	Donations - Designated	2,200	526	2,726
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Police	100-20-48500-480	Donations-Designate Prop/Equip	128	200	328
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Police	100-20-49310-400	Fund Balance Applied-Design Don	2,062	(406)	1,656
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Police	100-20-49310-480	Fund Bal Applied-Design Equip	301	(200)	101
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Police Department	100-20-52110-390-400	Other Supp & Exp - Designated	222	120	342
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*To approp funds for Elks sponsorship and approp fund for police equipment from proper*

Street Department	100-31-46391-000	Sale of Garbage Carts	6,000	2,297	8,297
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Garbage & Refuse	100-31-53620-392-000	Small Equipment Purchase	8,958	2,297	11,255
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*To utilize fund balance for Mueller Communications\_High School incident from 1st Quarter*

Fire	100-21-48500-400	Donations - Designated	7,122	4,911	12,033
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Fire	100-21-49300-400	Fund Balance Applied_Donations	7,709	(2,670)	5,039
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Fire Protection	100-21-52200-320-400	Pubs. Training. Dues - Designa	119	154	273
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Fire Protection	100-21-52200-340-400	Operating - Designated	466	213	679
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Fire Protection	100-21-52200-346-400	Uniforms - Designated	8,760	1,210	9,970
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Fire Protection	100-21-52200-390-400	Other Exp - Designated			
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			27	184	211
Fire Protection	100-21-52200-392-400	Small Equipment - Designated	5,459	480	5,939
<i>To approp addl revenue for sale of garbage cart</i>					
General Government	360-10-49300-000	Fund Balance Applied	1,369	104,286	105,655
Transfer to TIF	360-10-59238-900-000	Cost Reallocation	283,159	94,286	377,445
New Streets - Aidable	360-30-57330-821-000	Land or Land Improvements	-	10,000	10,000
<i>To appropriate FB for TIF8 and Project</i>					
General Government	300-10-49120-000	Proceeds from Notes	-	46,905	46,905
Debt Issuance Costs	300-10-58300-630-000	Issuance Costs	1,434	46,905	48,339
<i>To use debt proceeds for issuance cost</i>					
General Government	370-10-49300-000	Fund Balance Applied	-	1,753	1,753
Interest on Advance	370-10-58290-620-000	Interest on Advance	1,200	1,665	2,865
Interest on Advance	370-10-58290-620-008	Interest on Advance - Non Guar	-	88	88
<i>To appropriate FB for interest expense</i>					
General Government	380-10-49300-000	Fund Balance Applied	-	36,145	36,145
Urban Development	380-10-56600-215-000	Professional Services	-	10,599	10,599
Urban Development	380-10-56600-226-000	Stormwater	1,035	1,138	2,173
Urban Development	380-10-56600-270-000	Special Services	-	21,701	21,701
Urban Development	380-10-56600-720-000	Grants. Donations. Contribs	7,500	95	7,595
Interest on Advance	380-10-58290-620-000	Interest	1,000	1,806	2,806
Urban Development	380-10-56600-110-000	Salaries	300	806	1,106
<i>To appropriate for urban development</i>					
				\$	
Net impact on all city-wide funds' budgets				1,391,538	

**Resolution No. 19-170**

THAT the City Clerk be authorized to issue the following Operator's Licenses:

- Tepanga Peschl, Baraboo Burger Company
- Dana Qualy, Al. Ringling Theatre
- Justine DeFosse, Zach's Bar
- Dawn Wilson, Square Tavern

Moved by Petty, seconded by Kent and carried that the Consent Agenda be approved-8 ayes.

**ORDINANCES ON 2<sup>ND</sup> READING**

Moved by Kolb, seconded by Plautz and carried unanimously to approve the 2<sup>nd</sup> reading of **Ordinance No. 2545** repealing and recreating City Ordinance §11.07, Solid Waste and Recyclable Collection.

**NEW BUSINESS - RESOLUTIONS****Resolution No. 19-171**

**NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Baraboo, Sauk County, Wisconsin, that:**

The Common Council grants a special exemption to Dakota Traver allowing him to keep four dogs in his residence until two of the four dogs passes, after which time he will be allowed to keep no more than two dogs in his residence. The exemption also requires Dakota Traver to remain in compliance with §12.12(12) of the Baraboo Municipal Code for the duration of the time the four dogs are kept in the residence.

Moved by Wedekind, seconded by Kolb and carried that **Resolution No. 19-171** be approved-8 ayes.

**Resolution No. 19-172**

**NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Baraboo, Sauk County, Wisconsin, that:**

The Common Council grants a special exemption to Tracy Blake allowing her to keep four dogs in her residence until one of the three dogs passes, after which time she will be allowed to keep no more than two dogs in her residence. The exemption also requires Tracy Blake to remain in compliance with §12.12(12) of the Baraboo Municipal Code for the duration of the time the three dogs are kept in the residence.

Moved by Kierzek, seconded by Sloan and carried that **Resolution No. 19-172** be approved-8 ayes.

**Resolution No. 19-173**

**NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Baraboo, Sauk County, Wisconsin, that:**

The Common Council grants a special exemption to Russell Fenske allowing him to keep two dogs and four cats in his residence until two of the four cats passes, after which time he will be allowed to keep no more than two dogs and two cats in his residence. The exemption also requires Russell Fenske to remain in compliance with §12.12(12) of the Baraboo Municipal Code for the duration of the time the two dogs and four cats are kept in the residence.

Moved by Kolb, seconded by Petty and carried that **Resolution No. 19-173** be approved-8 ayes.

**Resolution No. 19-174**

THAT the Mayor, Fire Chief and City Clerk are authorized to sign the Fire Department/DNR Memorandum of Understanding for Mutual Aid and Fire Suppression Services with the Wisconsin Department of Natural Resources.

Moved by Wedekind, seconded by Petty and carried that **Resolution No. 19-174** be approved-8 ayes.

**Resolution No. 19-175**

**NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Baraboo, Sauk County, Wisconsin:**

That, effective upon passage of this Resolution by the Common Council, the City's Employee Personnel Policy and Procedure Handbook ("Handbook") is amended as follows:

- Removal of the Employee Performance Appraisal Process and Pay Plan Implementation Guidelines ("Guidelines") from the appendix of the Handbook, with direction to the City Administrator to update the Guidelines and present the Guidelines to the Council, by way of the Finance/Personnel Committee, as a standalone policy.

Moved by Wedekind, seconded by Plautz and carried that **Resolution No. 19-175** be approved-8 ayes.

**Resolution No. 19-176**

**Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:**

That the following project amounts are re-appropriated from the 2019 City Budget surplus to the 2020 Budget:

Department	Project	Amount
Parks	Civic Center Park Office Remodel	
	Reduction of Original	(28,000)
	Increased by unspent amount	11,825
	Net reduction	(16,175)
Parks	Community Gardens Gravel Bed	11,000
Parks	Zoo Restrooms	25,000
	Total All	<u>\$ 19,825</u>

Moved by Petty, seconded by Kent and carried that **Resolution No. 19-176** be approved-8 ayes.

**Resolution No. 19-177**

**Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:**

That the Finance Department is authorized to research the most advantageous way of financing the additional amount necessary to complete the Maxwell-Potter Conservancy kayak launch, in the amount of approximately \$57,000, and

That the Mayor and City Clerk are authorized to execute any necessary agreement for the acceptance of the debt, which has been determined by the Finance Department to be the most advantageous to the City.

**Resolution No. 19-178**

**Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:**

THAT the Maxwell-Potter Conservancy kayak launch engineering and construction management contract from MSA Professional Services be accepted and that the Mayor and City Clerk be authorized to sign the contract in the amount of \$19,000.

**Resolution No. 19-179****Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:**

THAT the Maxwell-Potter Conservancy kayak launch construction bid submitted by Meise Construction, Inc., in the amount of \$197,939.00 is hereby accepted and the Mayor and City Clerk are authorized to execute the corresponding contract on behalf of the City.

Moved by Sloan, seconded by Wedekind to approve **Resolution No. 19-177, 19-178, and 19-179** as a slate.

**NEW BUSINESS - ORDINANCES**

Moved by Kolb, seconded by Sloan and carried unanimously to approve the 1<sup>st</sup> reading of **Ordinance No. 2546** approving revision to § 14.05 of the City's Municipal Code pertaining to the Building Code.

**THE COMMON COUNCIL OF THE CITY OF BARABOO, WISCONSIN, DO ORDAIN AS FOLLOWS:**

1. Section 14.05 of the Baraboo Municipal Code is amended as follows:  
**14.05 APPLICATION OF STATE CODES.** The Uniform Dwelling Code - Department of Safety and Professional Services (DSPS) Chs. 316, 320 through 325, 360 through 366, and 375 through 387, the State Flammable, Combustible, and Hazardous Liquids Code – Agriculture, Trade, and Consumer Protection (ATCP) Ch. 93, and the State Well Drilling Code – Natural Resources (NR) 812 of the Wisconsin Administrative Code are hereby adopted by reference and the Building Inspector shall enforce the provisions thereof. Any violation of said codes or amendments thereto shall constitute a violation of this code, whether unlawful building alteration, installation, moving or construction involved is specifically covered by other provisions of this code or not, and shall render the violator liable to the penalties contained herein. Any future amendments, revisions, or modifications of the code provisions incorporated herein are intended to be made a part of this chapter.  
(2/12/2020)
2. This Ordinance shall take effect upon passage and publication as provided by law.

Moved by Kolb, seconded by Wedekind to approve the 1<sup>st</sup> reading of **Ordinance No. 2547** adopting certain Sections of Chapters 940, 941, 942, 943, 944, 946, and 961 of the Wisconsin State Statutes by reference in Chapter 9 – Orderly Conduct of the City's General Code of Ordinances.

**THE COMMON COUNCIL OF THE CITY OF BARABOO, WISCONSIN, DO ORDAIN AS FOLLOWS:**

1. Section 9.01 of the Baraboo Municipal Code is amended as follows:

9.01 OFFENSES AGAINST STATE LAWS SUBJECT TO FORFEITURE. The following statutes following the prefix "9" defining offenses against the peace and good order of the State are adopted by reference to define offenses against the peace and good order of the City, provided the penalty for commission of such offenses hereunder shall be limited to a forfeiture imposed under §25.04 of this Code. (2323 10/27/2009; 2339 06/06/2010; 2366 10/11/2011; 2380 06/12/2012; 2459 07/11/2017, **XXXX**)

9.101.123	Smoking Prohibited in Public Places	9.944.25	Sending Obscene or Sexually Explicit Electronic Messages
9.134.65	Cigarette and Tobacco Products Retail License	9.946.31	Perjury
9.940.19(1)	Battery	9.946.32	False Swearing
9.941.10	Negligent Operation of Vehicle	9.947.01	Disorderly Conduct
9.941.10	Negligent Handling of Burning Material	9.947.013	Harassment
9.941.327	Tampering with Household Products	9.943.212	Defrauding a Hotel, Restaurant, Recreation Attraction, Taxi, or Gas Station
9.942.01	Defamation	9.943.215	Absconding without Paying Rent
9.942.08	Invasion of Privacy	9.943.24	Issuance of Worthless Checks
9.942.09	Representations depicting Nudity	9.961.41(3g)	Possess/Attempt to Possess Controlled Substance without Prescription
9.943.01(1)	Criminal Damage to Property (Where Damage is less than \$200)	9.961.573(1)	possession of Drug Paraphernalia
9.943.017	Graffiti	9.961.43(1)	Obtain/Attempt to Obtain Prescription by Fraud or Misrepresentation
9.943.11	Entry into Locked Vehicle	9.943.13(1m)(c)	Enters or remains on property while concealed carry when notified not to enter or remain.
9.943.13	Trespass to Land	9.947.0125	Unlawful Use of Computerized Communication Systems.
9.943.11	Trespass to dwellings	9.948.45	Contributing to Truancy
9.943.20	Theft (Less Than \$100)		
9.943.50	Shoplifting		
9.943.61	Theft of Library Material		
9.944.20	Lewd and Lascivious Behavior		

2. This Ordinance shall take effect upon passage and publication as provided by law.



**COMMITTEE OF THE WHOLE**

Moved by Sloan, seconded by Kolb to convene as a Committee of the Whole to discuss the procedure for the acquisition and/or demolition of the former St. Mary's Memorial Hospital at 1208 Oak Street.

City Engineer T. Pinion explained that this building has become a nuisance over the past few years. The City is constantly taking care of it by removing snow and ice from the sidewalks, mowing the lawn, and securing the building. It is clear that no one is going to step up to take care of this building. The City has already developed a concept plan which is predicated on this site's redevelopment with multi-family residential property. The cost estimate of \$500,000 is still accurate. The money is included in this year's budget under other revenue sources, to possibly include grant money and money from TID 6. In order to be eligible for grant money, the City of Baraboo would have to take ownership of this property. We can petition the County to take the property; however, they have 180 days to "gift" it back to the petitioning municipality at zero cost. The total amount that has accumulated to date in delinquent tax payments, interest, and penalties is roughly \$110,000. At this point, the City is looking for direction on this.

Ald. Kolb questions if Baraboo Luxury Apartments still owns this property. T. Pinion confirms that they no longer own the property as the LLC has been administratively dissolved. Our two options are to petition the Circuit Court for title or less expensively, we can petition the County to take the property as a contaminated property. Once they do that, they can "gift" the property back to us.

Ald. Wedekind would like to see something done with this now; it's not going to go away and we should act before TID 6 closes in 2023.

Ald. Sloan questions the additional financial risks of taking ownership? T. Pinion advises the total costs to be \$500,000 if we don't receive any grants; we've got the money from TID 6 to pay for this and we would potentially have 5 lots to sell. Based on the historical use, there is definitely the potential for contaminated ground. Hopefully, we would be able to obtain a grant for the cleanup of any contaminated soil. The \$500,000 includes asbestos testing, asbestos abatement, demolition, and grading of the site.

Ald. Kent questions how much of the property does this building sit on? The building is sitting on approximately 3 city lots.

Ald. Petty feels that anyone looking to rehabilitate this property will be looking for a significant amount of funding through the City to help offset their costs.

The Council is in agreement for City staff to pursue our options with this property.

Moved by Kolb, seconded by Wedekind to reconvene into regular session.

**ADMINISTRATOR AND COUNCIL COMMENTS**

Adm. Downing noted that the 2020 Census is coming soon. Please watch your mail for the questionnaires. Every person that does not complete the census is \$3,200 in Federal dollars that the City does not receive.

**REPORTS, PETITIONS, AND CORRESPONDENCE**

The City officially acknowledges receipt and distribution of the following:

- **Reports:**
  - 4<sup>th</sup> Qtr. 2019 Financial Statement
  - 4<sup>th</sup> Qtr. 2019 Baraboo Transit Service Financial Statement
  - February 2020 Building Inspection Report
- **Minutes from the Following Meetings:**

**Finance/Personnel Committee–Dennis Thurow Committee Room, #205****February 25, 2020****Members Present:** Petty, Thurow, Kent**Absent:****Others Present:** Mayor Palm, Adm. Downing, Atty. Truman, B. Zeman, C. Haggard, T. Pinion, M. Schauf, members of the press

**Call to Order** –Ald. Petty called the meeting to order at 6:15 p.m. noting compliance with the Open Meeting Law. Moved by Kent, seconded by Thurow to approve the minutes of February 11, 2020 and carried unanimously. Moved by Kent, seconded by Thurow to approve the agenda and carried unanimously.

**Action Items**

- a) **Accounts Payable** – Moved by Kent, seconded by Thurow to recommend to Council for approval of the accounts payable for **\$1,185,103.80**. Motion carried unanimously.
- b) **Increase in session rate to \$15 per session for Baraboo Crossing Guards** – Police Chief Schauf noted that the last pay increase for Crossing Guards was back in 2006. Because the 2020 budget does include the increase, there will be no budget implications. We currently have 6 Crossing Guard positions but only 2.5 of these positions are currently filled. Moved by Kent, seconded by Thurow to recommend to Council for action. Motion carried unanimously.
- c) **Purchase of 2020 Freightliner SD114 chassis and a 2020 Henderson Body/Universal Truck Plow Equipment for \$170,479.00** – City Engineer T. Pinion stated that this is a budgeted item that is about \$5,000 more than budget estimates; there is sufficient money in the equipment replacement fund to cover this. Some of the increases are recommendations from the new mechanic. The City also purchased a new chipper, demonstration model, for approximately \$25,000 less than was expected; the \$5,000 increase for this truck will be taken from these savings. Traditionally, the plow truck that is being replaced will go to the Airport and the truck being used at the Airport will be sold; proceeds from this sale will be divided. Moved by Thurow, seconded by Kent to recommend to Council for action. Motion carried unanimously.

**Information Items**

- a) **Attorney Report on Claims – Claim Denial: Donald Stoller, skip and fall at post office**
- b) **Update on parking ticket ordinance review** – Atty. Truman noted that she is still working on this. Chief Schauf explained that he received a wide range of thought from his officers regarding this. General consensus would be to increase certain violations while leaving some the same.

**Adjournment** – Moved by Kent, seconded by Thurow and carried to adjourn at 6:32pm.

**Minutes of the Public Safety Committee Meeting****February 24, 2020**

**Members Present:** Phil Wedekind and Tom Kolb. Mike Plautz was absent. **Others Present:** Kennie Downing, Emily Truman, Mark Schauf, Kevin Stieve, Tom Pinion, Wade Peterson, and Tony Gilman.

**Call to Order** - Committee Chairman Phil Wedekind called the meeting to order at 1:00 P.M. at Baraboo City Service Center. Compliance with the Open Meeting Law was noted. It was moved by Kolb, seconded by Wedekind to approve the agenda as posted. Motion carried unanimously. It was moved by Kolb, seconded by Wedekind to approve the minutes of the January 27, 2020 meeting. Motion carried unanimously.

**New Business**

- a. **Review Bid Tabulations for 2020 PW Projects and recommend award of contracts** – Pinion presented the bid tabulation for the six proposals. He recommends all contracts be awarded to the low bidder. It was moved by Kolb, seconded by Wedekind to accept the low bid on all six proposals. Motion carried unanimously.
- b. **Review Proposals for Concrete Grinding and recommend award of contract** – It was moved by Kolb, seconded by Wedekind to accept the low proposal on the Concrete Grinding and Concrete Leveling. Motion carried unanimously.
- c. **Review Proposals for Concrete Leveling and recommend award of contract** – See Concrete Grinding above.
- d. **Review and approve design and placement of new Wayfinding Signs** – Pinion presented the background to Committee. He said that the Chamber is proposing to remove all existing wayfinding signage and provide 30 new signs, 17 of which would be located within the City. He said that because these signs are not official traffic signs, the Committee's approval is necessary for the signs to be placed in the public right-of-way. It was moved by Kolb, seconded by Wedekind to approve the design and placement of new Wayfinding Signs. Motion carried unanimously.
- e. **Review and recommend adopting certain Sections of Chapters 940, 941, 942, 943, 944, 966, and 961 of the Wisconsin State Statutes by reference in Chapter 9 – Orderly Conduct of the City's General Code of Ordinances** – Chief Schauf said that when police are investigating incidents, they can take enforcement as an ordinance violation, which is the City Code, or they can take enforcement under criminal statutes. He said that the burden for proof for criminal is beyond a reasonable

doubt and that sometimes can be difficult to achieve, whereas, for a City ordinance violation the burden of proof is clear and convincing. He said by having these offenses added to the City Code would give the department the ability to charge some of these offenses as ordinance violations without having the higher burden of proof. He said additionally, one of the options that this provides is the ability to keep kids and/or first time offenders out of the criminal justice system, but hold them accountable by issuing charges appropriately, and it would then be handled by the City Attorney's office, who then has a number of options through the prosecution that they can handle. He said it this could be a way to hold a first time offender accountable, but not have them put into the criminal system as an offender. He said that the Statutes that are in the packet and being recommended for adoption by the Code are offenses that the police department commonly deals. It was stated that these offenses would all be under forfeitures and be at the discretion of the officer. Discussion then took place regarding non-payment of forfeitures. It was moved by Kolb, seconded by Wedekind to recommend adopting certain sections of Chapters 940, 941, 942, 943, 944, 966, and 961 of the Wisconsin state Statutes as presented. Motion carried unanimously.

- f. Review and recommend approval of a Memorandum of Understanding for Mutual Aid and Fire suppression services between the Baraboo Fire Department and the Wisconsin Department of Natural Resources for compensation for fishing forest fires or prescribed burn assistance – Kevin Stieve presented the information to the Committee. He said that the City of Attorney as reviewed this and feels comfortable with it. It was moved by Kolb, seconded by Wedekind to recommend approve of MOU between the Baraboo Fire Department of the Wisconsin DNR as presented. Motion carried unanimously.
- g. Review and recommendation to proceed with acquisition and or demolition of the former St. Mary's Ringling Memorial Hospital at 1208 Oak Street – Pinion presented the background stating that this property has been a thorn for the Police Department and the City for several years. He said that there is money in the 2020 budget to take care of this public nuisance. He said that there are many steps to go through and is not sure that it will be done in this calendar year. He said that with the Council's blessing, the City would begin the process. It was moved Kolb, seconded by Wedekind to recommend proceeding with the acquisition and/or demolition of the property at 1208 Oak Street. Motion carried unanimously.
- h. Review and approval of monthly Billing Adjustments/Credits for Sewer and Water Customers for February 2020 – It was moved by Kolb, seconded by Wedekind to approve the monthly Billing Adjustments/Credits as presented. Motion carried unanimously.

#### **Reports**

- a. Utility Superintendent's Report
  - i. Staffing updates – Peterson said it is being advertised at this time for a Water Crewman, taking applications until March 3.
  - ii. Project updates – Peterson said that water/sewer river syphon project by the old pump house has started. He said some water mains were laid last week, and they plan to start the directional drill next week.
- b. Street Superintendent's Report
  - i. Staffing updates – Gilman said 24 applicants applied for the licensed semi-skilled position, and an offered was extended to the preferred candidate, who is expected to start on March 2.
  - ii. Equipment updates – Gilman said 24 applicants applied for the licensed semi-skilled position, and an offered was extended to the preferred candidate, who is expected to start on March 2.
  - iii. Projects updates – Pinion said that they are the streets that are included in this year's budget. Mound Street from Elizabeth to Remington; Tuttle Street from 9<sup>th</sup> to 10<sup>th</sup>; half of Lincoln, from 2<sup>nd</sup> to 3<sup>rd</sup>; far north of Elizabeth Street is our half ; 1-1/2 block of 13<sup>th</sup> Avenue, which the City will continue sidewalk; and new sidewalk on the one block of Tuttle Street.
- b. Police Chief's Report
  - i. Staffing updates – Schauf said that the department has one officer in field training at this time. He said there are two vacancies and interviews were conducted with Police & Fire Commission on February 8, background checks are being done now. He said that he is anticipating at least one retirement, maybe this year, or the start of next year.
  - ii. 2019 Annual Report – Schauf said there is a lot of information in the report such as use of force, number of calls, etc. He encouraged the Committee to review the report and confer with him for questions.
- c. Fire Chief's Report – Stieve gave the committee a couple of handouts to review. He said the handouts shows staffing, updates on the Fire Department Operation Study. He asked the Committee to come to him with any questions after reviewing.

**AJOURNMENT** – It was moved by Kolb, seconded by Wedekind to adjourn at 1:35 p.m. Motion carried.

#### **Baraboo BID Meeting Minutes**

**2/19/20**

Present: Members: Brunker, Stelling, Yount, Sloan, Marklein, Wickus, Fay, Kolb

President Fay called the meeting to order at 5:46 p.m.

Approval of December 2019 minutes: Wickus/Stelling

Adoption of Agenda: Kolb/Stelling

President: None  
Secretary: None  
Treasurer: Plans to meet with City Finance Director to discuss admin charges  
Appearances: Garlands have been removed  
Business Development: None  
Finance: Will meet with City Finance Director  
Parking: Mural is in progress  
Promotions: Plans to meet

#### Old Business

Branding update: The branding committee has commissioned someone to draft articles and take pictures about our area.

#### New Business

1. Tabled budget amendment pending meeting with City Finance Director for more information
2. Approval of financial reports-Will discuss any future policy to approve financial reports
3. Approval of Funds for 2020 Branding Initiative \$5,000 to BACC
  - a. Motion to move funds from reserves and pay invoice Stelling/Sloan
4. Annual Report-Committee Chairs reminded to draft reports
5. Committee status update
  - a. Yount on Business Development and Parking
  - b. Kolb on Parking and Business Development
  - c. Marklein Chair Business Development
6. Discussion of open BID retailer seat-Received interest
7. Approval of Vouchers:
  - a. Baraboo Area Chamber of Commerce for Branding Initiative \$5,000

**Total: \$5,000**

Approved: Sloan/Yount

Motion to adjourn at 6:36 p.m. by Fay/Kolb

#### Administrative Committee

**February 26, 2020**

Present: Alderpersons John Ellington, Heather Kierzek & Vacant  
Absent: None  
Also Present: Mayor, Mike Palm; City Administrator, Kennie Downing; Finance Director, Cynthia Haggard; Lieutenant, Ryan La Broschian; City Attorney, Emily Truman; and City Clerk, Brenda Zeman.  
Citizen Present: Larry Mike, Tracy Blake & Russell Fenske

The meeting was called to order by Chairman John Ellington at 8:15AM CST., with roll call and noting compliance with the Open Meetings Law.

Moved by Kierzek to approve the minutes of February 3, 2020, seconded by Ellington and unanimously carried.

Motion by Kierzek to approve agenda, seconded by Ellington and unanimously carried.

#### Review and recommendation to the Council – Operator's Licenses.

Lieutenant La Broschian mentioned there was nothing precluding the issuance of licenses to Tepanga Peschl, Dana Qualy, Justine DeFosse and Dawn Wilson and recommended approval.

Motion to recommend to approve and move on to Council the Operator's Licenses for Tepanga Peschl, Dana Qualy, Justine DeFosse and Dawn Wilson by Kierzek, seconded by Ellington and unanimously carried.

#### Review and recommend staff to draft an ordinance to allow Council and Commission members to attend meetings via phone or video

City Administrator Downing was joined by City Attorney Truman via conference. Downing stated that the goal is to see if we could get more diversity on the City Commissions and Council by allowing members to attend meetings by phone or video. Downing informed the Commission that Department Heads wanted to establish a maximum for the amount of times someone could call in or video conference.

Ellington suggested allowing Department Heads to be able to call in or use video conferencing as well.

Motion to have staff draft an ordinance to allow Council and Commission members to attend meetings via phone or video by Ellington, seconded by Kierzek and unanimously carried.

Review and recommend revision to Section 14.05 of the Building Code.

Engineer Pinion stated that the City's Building Inspector noticed the Code was outdated. It's now updated to the current respective Chapter of the Administrative Code that is referenced and that govern the City Code.

Motion to recommend revision to Section 14.05 of the Building Code to Council by Kierzek, seconded by Ellington and unanimously carried.

Review and recommendation to Council for excessive household animals

Larry Mike was present to speak on behalf of Dakota Traver. He mentioned that there were 5 dogs with 1 being rehomed.

Motion to recommend to approve and move on to Council the waiver for excessive household animals by Kierzek, seconded by Ellington and unanimously carried.

Tracy Blake was present and disclosed she had 3 dogs.

Motion to recommend to approve and move on to Council the waiver for excessive household animals by Kierzek, seconded by Ellington and unanimously carried.

Russell Fenske was present and disclosed he had 2 dogs and 4 cats.

Motion to recommend to approve and move on to Council the waiver for excessive household animals by Kierzek, seconded by Ellington and unanimously carried.

Member comments

The next meeting will be Monday, April 6, 2020 at 8:15AM CST. Meeting location will be 101 South Boulevard.

Motion to adjourn by Kierzek, seconded by Ellington and unanimously carried. Meeting adjourned at 8:20AM CST.

- **Copies of these meeting minutes are on file in the Clerk's office:**

CDA.....02-04-2020	Public Arts.....01-30-2020
Airport.....02-25-2020	Plan Commission.....02-18-2020
Ambulance.....01-02-2020, 01-08-2020, 01-22-2020, 01-30-2020	

- **Petitions & Correspondence Being Referred:** None.

**ADJOURNMENT**

Moved by Kolb, seconded by Wedekind, and carried on voice vote, that the meeting adjourn.

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Brenda Zeman, City Clerk